



Division of Human Resources Management (DHRM) Recruitment/Selection Process Procedures Guide

Prepared by:
Virginia Department of Social Services
Division of Information Systems



[Table of Contents](#)

| | |
|--|---------------------------------|
| <u>1. Welcome to HR Recruitment/Selection Process Procedures.....</u> | <u>4</u> |
| <u>1.1 Purpose.....</u> | <u>4</u> |
| <u>1.2 Overview.....</u> | <u>4</u> |
| <u>2. Division of Human Resources Management (DHRM) Procedures ..</u> | <u>5</u> |
| <u>2.1 Recruitment/Selection Process</u> | <u>5</u> |
| <u>2.1.1 Manager/Supervisor Determines Need to Fill Position</u> | <u>5</u> |
| <u>2.1.2 Manager/Supervisor completes paperwork.....</u> | <u>6</u> |
| <u>2.1.3 Paperwork routes through chain of authority within Division.....</u> | <u>6</u> |
| <u>2.1.4 Paperwork is submitted to Human Resources & logged by HR Division Secretary.....</u> | <u>7</u> |
| <u>2.1.5 Paperwork is routed to Secretary of Health & Human Resources</u> | <u>7</u> |
| <u>2.1.6 Secretary's Approval?</u> | <u>7</u> |
| <u>2.1.7 Paperwork is routed to HR & logged by HR Division Secretary</u> | <u>7</u> |
| <u>2.1.8 Paperwork is routed to HR Analyst who reviews request and verifies position is in Budget spreadsheet</u> | <u>8</u> |
| <u>2.1.9 Is paperwork complete?.....</u> | <u>8</u> |
| <u>2.1.10 Recruitment stops</u> | <u>8</u> |
| <u>2.1.11 HR Analyst consults with Hiring Authority to clarify request and/or solve problem</u> | <u>8</u> |
| <u>2.1.12 Is position properly classified?.....</u> | <u>8</u> |
| <u>2.1.13 Request to Fill is initiated in HRMTRK & new recruitment added to Access Database.....</u> | <u>8</u> |
| <u>2.1.14 HR Analyst determines recruitment close date based on Request to Fill..</u> | <u>8</u> |
| <u>2.1.15 HR Analyst creates job announcement and newspaper ad (if requested) and places on W:Drive. HR Analyst puts appropriate division/subdivision code on paperwork.....</u> | <u>8</u> |
| <u>2.1.16 Job announcement is placed in RECRUIT, internal website and newspaper or other outlets (if requested).....</u> | <u>9</u> |
| <u>2.1.17 Recruitment folder is created.....</u> | <u>9</u> |
| <u>2.1.18 Applications are accepted, logged, sorted, entered into HRMTRK, and placed in appropriate recruitment folder.....</u> | <u>9</u> |
| <u>2.1.19 Position Close Date Elapses</u> | <u>9</u> |
| <u>2.1.20 Type of Screening Requested?.....</u> | <u>10</u> |
| <u>2.1.21 All applications are forwarded to Hiring Authority.....</u> | <u>10</u> |
| <u>2.1.22 Hiring Authority screens applications</u> | <u>10</u> |
| <u>2.1.23 HR Analyst screens applicant pool based on minimal qualifications.....</u> | <u>10</u> |
| <u>2.1.24 Hiring Authority completes screening process based on full qualifications listed in job ad.....</u> | <u>10</u> |
| <u>2.1.25 HR Analyst screens applicant pool based on full qualifications listed in job ad</u> | <u>10</u> |
| <u>2.1.26 Screened applicant pool is forwarded to Hiring Authority.....</u> | <u>10</u> |
| <u>2.1.27 Hiring Authority schedules & conducts interviews</u> | <u>11</u> |



| | | |
|---------------|---|-----------|
| <u>2.1.28</u> | <u>Hiring Authority makes & documents selection decision, forwards paperwork through Division chain of command.....</u> | <u>11</u> |
| <u>2.1.29</u> | <u>Paperwork is logged by HR Division Secretary</u> | <u>11</u> |
| <u>2.1.30</u> | <u>Paperwork is routed to HR Analyst who reviews request.....</u> | <u>11</u> |
| <u>2.1.31</u> | <u>Is paperwork complete?.....</u> | <u>11</u> |
| <u>2.1.32</u> | <u>HR Analyst consults with Hiring Authority to resolve issue.....</u> | <u>11</u> |
| <u>2.1.33</u> | <u>Is starting salary within policy guidelines?.....</u> | <u>12</u> |
| <u>2.1.34</u> | <u>Is starting salary rationale effectively documented?.....</u> | <u>12</u> |
| <u>2.1.35</u> | <u>Paperwork is reviewed by Budget Office.....</u> | <u>12</u> |
| <u>2.1.36</u> | <u>Criminal History Check Process.....</u> | <u>12</u> |
| <u>2.1.37</u> | <u>HR Analyst notifies Division of approval.....</u> | <u>12</u> |
| <u>2.1.38</u> | <u>Hiring Authority makes offer to selected candidate.....</u> | <u>12</u> |
| <u>2.1.39</u> | <u>Applicant accepts?.....</u> | <u>12</u> |
| <u>2.1.40</u> | <u>Are there alternate candidates?.....</u> | <u>12</u> |
| <u>2.1.41</u> | <u>Recruitment stops</u> | <u>12</u> |
| <u>2.1.42</u> | <u>HR Analyst creates offer letter (unless DCSE).....</u> | <u>12</u> |
| <u>2.1.43</u> | <u>Applicants coded in HRMTRK and letters sent by HR to applicants not hired</u> | <u>12</u> |
| <u>2.1.44</u> | <u>Access database record is finalized.....</u> | <u>13</u> |
| <u>2.1.45</u> | <u>Selection paperwork is submitted to Benefits & Transactions staff with copy of PTF to HR Division Secretary.....</u> | <u>13</u> |
| <u>2.1.46</u> | <u>Benefits & Transactions staff submit hiring paperwork to payroll and completes necessary PMIS transactions.....</u> | <u>13</u> |
| <u>2.1.47</u> | <u>Payroll processes hire</u> | <u>13</u> |

3. Division of Human Resource Management Workflow.....14



1. Welcome to HR Recruitment/Selection Process Procedures

1.1 Purpose

The purpose of the Division of Human Resources Management (DHRM) Recruitment/Selection Process User's Guide is to provide Virginia Department of Social Services (VDSS) employees with procedures on how to request to advertise, request to fill out and submit various forms required for HR recruitment/selection process functions inside VDSS.

1.2 Overview

This Guide outlines the process for requesting and submitting forms and documents required based on the task, identifies the contact names involved, and provides step-by-step instructions for each stage of the process.



2. Division of Human Resources Management (DHRM) Procedures

2.1 Recruitment/Selection Process

For POLICY relating to Recruitment/Selection process, refer to the Division of Human Resource Management Standard Operating Procedures,

http://www.localagency.dss.state.va.us/divisions/dhrm/files/division/procedures/HR_sop.doc#recruitment

The following sections outline the steps in the recruitment/selection process workflow. By clicking on any of the blue sections, the user will be routed to that visual step in the workflow process diagram. While viewing this document or the diagram, the user may click “Return to Procedures” at the top of each page to be routed back to the Procedures page of the HR website (without having to click “Back”).

2.1.1 [Manager/Supervisor Determines Need to Fill Position](#)

For Classified Employees:

When a position becomes vacant thru separation, the hiring authority decides whether to fill this position. Once a decision to fill this position is determined, the hiring authority must fill out the following paperwork:

- [Personnel Transaction Form \(PTF\)](#)
- [Agency Hiring Request Form](#)
- [Request to Advertise Form](#) (refer to the Division of Human Resource Management Standard Operating Procedures, Section “[Recruitment](#)”)
- [Employee Work Profile](#) (refer to the Division of Human Resource Management Standard Operating Procedures, Section “[Performance](#)”)
- Current Organizational Chart (refer to Report Unit if assistance is needed)

NOTE: Forms can be filled out online, but signatures must be obtained before submission.

NOTE: Users may click the “Back” button within Internet Explorer at any point to go back to a previous screen or click “Return to Procedures” to be routed back to the “Procedures” page.



[Return to "Procedures"](#)

For P14 Wage Employees:

When a position becomes vacant thru separation, the hiring authority decides whether to fill this position. Once a decision to fill this position is determined, the hiring authority must fill out the following paperwork:

(When requesting to hire, additional paperwork is required. Refer to section "2.1.28 Hiring Authority makes & documents selection decision, forwards paperwork through Division chain of command.")

- [Personnel Transaction Form](#) (PTF)
- [Agency Hiring Request Form](#)
- [Request to Advertise Form](#) (refer to the Division of Human Resource Management Standard Operating Procedures, Section "[Recruitment](#)")
- [Decision Memorandum](#) from Commissioner to Secretary of Health & Human Resources
- [Wage/P14 List of Job Duties](#)
- Current Organizational Chart (refer to Report Unit if assistance is needed)

NOTE: *Forms can be filled out online, but signatures must be obtained before submission.*

NOTE: *Users may click the "Back" button within Internet Explorer at any point to go back to a previous screen or click "Return to Procedures" to be routed back to the "Procedures" page.*

2.1.2 Manager/Supervisor completes paperwork

The hiring authority completes an up-to-date [Employee Work Profile \(EWP\) form](#), [Request to Advertise Position Form](#) (RTF) approved by Division Director, Justification Statement (JS), [Personnel Transaction Form](#) (PTF), Org. Chart and [Agency Hiring Request Form](#) and sends to VDSS/DHRM. If more than one position with the same Role title and position type (permanent, temporary; full-time or part-time) is being recruited for, a separate [EWP](#), [RTF](#), [PTF](#) and [Agency Hiring Request Form](#) must be submitted for each position. The hiring authority indicates on the [RTF](#) the type of applicant screening (refer all, preliminary or complete) that is desired.

NOTE: *When a [Request to Advertise Position Form](#) includes a request to hire, a [Compensation Decision Worksheet](#) (CDW) must also be attached.*

NOTE: *The Division of Licensing is exempt (per Executive Order 9, issued by the Governor of the Commonwealth of Virginia) from obtaining the Secretary of Health and Human Services Approval and signature on the RTF.*

2.1.3 Paperwork routes through chain of authority within Division



[Return to "Procedures"](#)

[2.1.4 Paperwork is submitted to Human Resources & logged by HR Division Secretary](#)

VDSS/DHRM checks all information for completeness and accuracy. Completed paperwork is forwarded to the Section's office for approval. The VDSS DHRM Administrative Assistant logs and monitors all requests in a Tracking Excel Spreadsheet.

[2.1.5 Paperwork is routed to Secretary of Health & Human Resources](#)

Per Executive Order 9, all requests (excluding positions inside the Division of Licensing) to advertise must be reviewed and approved by the Secretary of Health & Human Resources.

NOTE: This step is for VDSS only and does not apply to local departments of social services.

[2.1.6 Secretary's Approval?](#)

Per Executive Order 9, all requests (excluding positions inside the Division of Licensing) to advertise must be reviewed and approved by the Secretary of Health & Human Resources.

NOTE: This step is for VDSS only and does not apply to local departments of social services.

[2.1.7 Paperwork is routed to HR & logged by HR Division Secretary](#)



[Return to "Procedures"](#)

2.1.8 [Paperwork is routed to HR Analyst who reviews request and verifies position is in Budget spreadsheet](#)

Upon receipt, each package is reviewed for completeness and accuracy paying close attention to position numbers and budget information bringing any questionable items to the attention of the Reports Unit. If additional information is required, the Administrative Assistant works with the Hiring Authority.

NOTE: This step is for VDSS only and does not apply to local departments of social services.

2.1.9 [Is paperwork complete?](#)

If paperwork is not complete, the process stops with Section 2.1.10.

2.1.10 [Recruitment stops](#)

2.1.11 [HR Analyst consults with Hiring Authority to clarify request and/or solve problem](#)

2.1.12 [Is position properly classified?](#)

2.1.13 [Request to Fill is initiated in HRMTRK & new recruitment added to Access Database](#)

2.1.14 [HR Analyst determines recruitment close date based on Request to Fill](#)

2.1.15 [HR Analyst creates job announcement and newspaper ad \(if requested\) and places on W:Drive. HR Analyst puts appropriate division/subdivision code on paperwork](#)



[Return to "Procedures"](#)

[2.1.16 Job announcement is placed in RECRUIT, internal website and newspaper or other outlets \(if requested\)](#)

All job announcements for vacant classified positions that are open to State Employees only, or Open Recruitment must be advertised in RECRUIT, except in the following situations:

1. Positions to be filled through Agency Internal Recruitment.
(Requires procedures be in place to notify all agency employees of such openings.)
2. Vacant positions available as placement or recall opportunities for employees affected by Layoff.
3. Positions to be filled by agency-initiated demotions, or temporary assignments, or employee-requested demotions, or lateral transfers. (**NOTE**: Approval of employees' requests for lateral transfers or voluntary demotions is at the discretion of the Agency.)
4. Similar vacancies (same Role, duties/work title, organizational unit, and geographic area) that become vacant, or funded, within 90 calendar days from the position closing date of the similar vacancy. (**NOTE**: When such vacancy occurs and is not listed in RECRUIT, the hiring authority may only consider applications in the applicant pool for the previously recruited position.)
5. Positions to be filled by employees returning from leave (with or without pay, including VSDP), or placements resulting from job-related injuries, if the position is in a Role equal to or lower than the position held by the employee before the leave.

[2.1.17 Recruitment folder is created](#)

[2.1.18 Applications are accepted, logged, sorted, entered into HRMTRK, and placed in appropriate recruitment folder](#)

[2.1.19 Position Close Date Elapses](#)



[Return to “Procedures”](#)

2.1.20 [Type of Screening Requested?](#)

The hiring authority may choose from three types of screening. The option selected is indicated on the Request to Advertise Position form.

- Refer All, Preliminary, and Complete Screening
 1. A VDSS/DHRM Generalist, using the Recruitment Announcement duties and responsibilities paragraph, entry-level knowledge, skill, and ability statements (KSAs), and special and/or preferred qualification(s) information, shall screen all applications received in response to the Recruitment Announcement.
 2. For “Refer All” screening, all applications are forwarded to the hiring authority for evaluation.
 3. For “Preliminary” screening, a Referral List of all applicants who meet or exceed the minimum required and/or desired qualifications for the position and their applications is forwarded to the hiring authority for further consideration.
 4. For “Complete” screening, an Interview List of applicants who most closely possess the required and/or desired qualifications for the position and their applications is forwarded to the hiring authority.

2.1.21 [All applications are forwarded to Hiring Authority](#)

Under this step, the following screening occurs:

Refer All Screening – See Section “2.1.20 Type of Screening Requested?”

2.1.22 [Hiring Authority screens applications](#)

2.1.23 [HR Analyst screens applicant pool based on minimal qualifications](#)

Under this step, the following screening occurs:

Preliminary Screening – See Section “2.1.20 Type of Screening Requested?”

2.1.24 [Hiring Authority completes screening process based on full qualifications listed in job ad](#)

2.1.25 [HR Analyst screens applicant pool based on full qualifications listed in job ad](#)

Under this step, the following screening occurs:

Complete Screening – See Section “2.1.20 Type of Screening Requested?”

2.1.26 [Screened applicant pool is forwarded to Hiring Authority](#)



[Return to “Procedures”](#)

[2.1.27 Hiring Authority schedules & conducts interviews](#)

Refer to the Division of Human Resource Management Standard Operating Procedures for details on [interviews](#).

[2.1.28 Hiring Authority makes & documents selection decision, forwards paperwork through Division chain of command](#)

Refer to the Division of Human Resource Management Standard Operating Procedures for details (and forms) on [selection](#).

For Wage/P14 Positions, additional paperwork is required:

- Justification Memorandum
- State Application
- [Request for Temporary Assistance](#)
- Personnel Transaction Form (PTF)
- [Agency Hiring Request Form](#)
- [Request to Advertise Form](#) (refer to the Division of Human Resource Management Standard Operating Procedures, Section “[Recruitment](#)”)
- [Decision Memorandum](#) (With approval from Secretary of Health & Human Resources)
- [Criminal History Record Check](#)
- [Wage/P14 List of Job Duties](#)
- Salary Verification
- References
- Additional back-up documentation (if available)

[2.1.29 Paperwork is logged by HR Division Secretary](#)

[2.1.30 Paperwork is routed to HR Analyst who reviews request](#)

[2.1.31 Is paperwork complete?](#)

There are several documents that make up “paperwork:” Please refer to the Division of Human Resource Management Standard Operating Procedures, Section “[Screening, Re-evaluation, Interviewing, Reference Checks, and Selection](#)” for details on what constitutes paperwork (i.e. forms) required.

NOTE: When a [Request to Advertise Position Form](#) includes a request to hire, a [Compensation Decision Worksheet](#) (CDW) must also be attached.

[2.1.32 HR Analyst consults with Hiring Authority to resolve issue](#)



[Return to "Procedures"](#)

2.1.33 Is starting salary within policy guidelines?

NOTE: Before any offer of salary is made, HR Generalists will forward all paperwork to the Classification and Compensation team for review. The purpose is to ensure the offered salary does not conflict with any salary study being processed or completed by this team for any division or on any role title. This step is required to ensure the salary action requested is consistent with similarly situated positions within a given division or unit for purposes of internal alignment. This step is accomplished in one day.

2.1.34 Is starting salary rationale effectively documented?

2.1.35 Paperwork is reviewed by Budget Office

2.1.36 Criminal History Check Process

2.1.37 HR Analyst notifies Division of approval

2.1.38 Hiring Authority makes offer to selected candidate

The hiring authority notifies the selected candidate after receiving notification from their VDSS/DHRM team.

2.1.39 Applicant accepts?

If the applicant accepts, proceed to section 2.1.42; otherwise, proceed to section 2.1.40.

2.1.40 Are there alternate candidates?

If there are no alternate candidates, proceed to section 2.1.41.

2.1.41 Recruitment stops

2.1.42 HR Analyst creates offer letter (unless DCSE)

The hiring authority's VDSS/DHRM team sends the offer of employment letter under the hiring authority's signature.

2.1.43 Applicants coded in HRMTRK and letters sent by HR to applicants not hired

The hiring authority's VDSS/DHRM team sends written notification to all applicants who were interviewed, but not selected. The hiring authority indicates the disposition status by each applicant's name on the Referral List, and returns the list and all applications to their VDSS/DHRM team.



[Return to "Procedures"](#)

2.1.44 Access database record is finalized

2.1.45 Selection paperwork is submitted to Benefits & Transactions staff with copy of PTF to HR Division Secretary

Before an applicant is eligible for employment with the Commonwealth, several records must be reviewed or verified. Please refer to the Division of Human Resource Management Standard Operating Procedures, "[Other Requirements](#)" for details.

2.1.46 Benefits & Transactions staff submit hiring paperwork to payroll and completes necessary PMIS transactions

The [Personnel Transaction Form](#) is the vehicle for capturing all personnel information to be entered into the Personnel Management Information System (PMIS). When Benefits updates PMIS, a transaction log is created and forwarded along with the original PTF, to Payroll, where the personnel data is entered into the Commonwealth Integrated Payroll/Personnel System (CIPPS).

2.1.47 Payroll processes hire

Deleted: <#>¶
<#>¶





Figure 1